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"To Be Part of the Subcontract Agreement"

Project: _____

In compliance with Oregon legislation regarding drug-testing on public works projects, you are required to:

1. Return a copy of your written drug policy with the executed copy of the subcontract agreement prior to beginning work on the project. *If you have submitted a copy of your policy on a previous public works project, and it is unchanged, please indicate this to us. There is no need to submit another copy.*
2. Provide a list of employees who will be working on the project that includes their full name, first scheduled day on the project, date of hire, and date of testing. Do not send certificates showing results. However, you are required to maintain them and provide certificates if the state requests them in an audit. The initial list is due with the executed copy of the subcontract agreement prior to beginning work on the project. Updates are required with each pay application. (See "the attached" for use in reporting.)
3. Provide the dates each subject employee tested negative under the pre-employment clause, or provide proof that the subject employee is in a qualified random testing program, and has been tested in the past 6 months.
4. Continue to update the list as new employees come on site throughout the project. Provide this information with each draw request. If there are no changes to the employee list, copy and return the prior months list. It will be verified against certified payroll reports. *(Note: Requests for draws will not be processed without this information.)*

